

Directive 1.4 Conduct of Meetings with External Parties

August 30, 2002

Revision 4

Approved by: Robert Barr

Date: August 30, 2002

This page intentionally left blank.

Table of Contents

1.4	CONDUCT OF MEETINGS WITH EXTERNAL PARTIES	1
1.4.1	POLICY	1
1.4.2	OBJECTIVES	1
1.4.3	ORGANIZATIONAL RESPONSIBILITIES AND DELEGATIONS OF AUTHORITY	1
1.4.3.1	Safety Regulation Official (SRO).....	1
1.4.3.2	Group Officials	2
1.4.3.3	Openness Coordinator (OC)	2
1.4.3.4	Regulatory Program Assistant (RPA)	2
1.4.4	APPLICABILITY	2
1.4.5	HANDBOOK.....	3
1.4.6	REFERENCES	3

This page intentionally left blank.

1.4 CONDUCT OF MEETINGS WITH EXTERNAL PARTIES

1.4.1 POLICY

The Office of Safety Regulation (OSR) will provide for the efficient exchange of information in meetings between the OSR and external parties, including the Waste Treatment Plant (WTP) Contractor, the public, and the Tribal Nations. Meetings with external parties will have established purposes and agendas related directly to the Regulatory Program. Meetings may also be conducted with other Federal, state, and local agencies as deemed appropriate by the Safety Regulation Official (SRO).

Meetings with external parties will be adequately documented for the official record. Meetings that involve negotiation between the OSR and the Contractor, where limited rights data is not discussed, are open to the public. The OSR will facilitate public participation in the Regulatory Program.

1.4.2 OBJECTIVES

- a. Establish protocols for meetings to ensure consistency.
- b. Ensure proper documentation of meetings with parties external to the OSR.
- c. Ensure conformance with the Regulatory Program governing documents.
- d. Demonstrate independence from WTP project performance.
- e. Conduct meetings in a manner that ensures limited rights data is not disclosed to unauthorized parties.
- f. Ensure appropriate OSR staff participation as "observers only" in WTP Contractor working meetings.

1.4.3 ORGANIZATIONAL RESPONSIBILITIES AND DELEGATIONS OF AUTHORITY

1.4.3.1 Safety Regulation Official (SRO)

- a. Establishes policy and guidance on, and ensures consistency regarding content and conduct of, meetings between the OSR and the WTP Contractor.
- b. Determines schedules for public availability or information meetings, as required, in order to fulfill the objectives of the *Openness Policy and Plan* (RL/REG-97-04).
- c. Serves as the principal spokesperson for the OSR during meetings with external parties.
- d. Represents the OSR in contacts with other governmental agencies, WTP Contractor management,

the public, and Tribal Nations.

1.4.3.2 Group Officials

Responsibilities of the Standards and Safety Review Official (SSO), the Project Management Official (PMO), and the Verification and Confirmation Official (VCO) include the following:

- a. Implement the requirements of this directive to ensure OSR compliance.
- b. Ensure that the subject matter for established meetings with external parties is followed consistently.
- c. Ensure the proper documentation of meetings addressed by this directive with due consideration for limited rights data.
- d. Ensure that OSR staff are fully prepared for meetings with the WTP Contractor or other agencies by coordinating preparation of any material needed to support the agenda, where appropriate.
- e. Ensure that appropriate OSR staff is advised if their attendance is required at a respective meeting.

1.4.3.3 Openness Coordinator (OC)

- a. Ensures that regulatory business and decision meetings are open to the public with due consideration for limited rights data.
- b. Implements the requirements of this directive to ensure that public interactions are conducted in a consistent manner.
- c. Ensures that documentation of meetings with external parties is made available to the public with due consideration for limited rights data.
- d. Ensures that OSR staff is provided with background material on public meetings.

1.4.3.4 Regulatory Program Assistant (RPA)

- a. Ensures that meetings are scheduled properly.
- b. Ensures that minutes of meetings with external parties are properly formatted and documentation is distributed.

1.4.4 APPLICABILITY

Conduct of Meetings with External Parties

Directive 1.4, Rev. 4

This directive and handbook apply to meetings between OSR staff and external parties as the meetings affect regulatory activities.

1.4.5 HANDBOOK

Handbook 1.4 elaborates on the policy and procedures governing implementation of this directive.

1.4.6 REFERENCES

RL/REG-97-04, *Openness Policy and Plan*, Rev. 7, U.S. Department of Energy, Richland Operations Office, 2002.

RL/REG-97-05, *Office of Safety Regulation Management Directives*, U.S. Department of Energy, Office of River Protection, 2001.

MD 2.1, Rev. 4, "Information Management"

MD 2.3, Rev. 1, "Commitment Management System"

This page intentionally left blank.